

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DHR07623023**  
POSITION NO: **245114**  
POSITION TITLE: **Program Manager I**

DATE POSTED: **03/09/22**  
CLOSING DATE: **03/22/2022 by 5 pm**

DEPARTMENT NAME / WORKSITE:	Office of Background Investigations / DHR, Window Rock, Arizona		
WORK DAYS: <b>Mon - Fri</b>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	<b>BQ67A</b>
WORK HOURS: <b>8am - 5pm</b>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <b>58,276.08</b>	PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <b>27.91</b>	PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Division Director of Human Resources, shall direct and monitor daily program operations of the Office of Background Investigations. Shall be responsible for implementing short and long term goals/objectives. Prepares and submits program reports to the Division Office, legislative oversight committees as well as presentation of program information and processes to those interested parties. Responsible for compliance with applicable background check authority by the Navajo Nation Personnel Policies Manual as well other entities served by the OBI. Represents the department to upper management, solely in charge of personnel management, evaluation and discipline. Maintains confidentiality, professional and technical support and research, confirms final outcomes of adjudicated cases as reviewed by NDOJ. Monitors and reviews the use of the programs Fund Management Plan, planning and expensing of funds generated for OBI services. Supervises OBI staff, develops and monitors expenditures, annual budget development, procurement and revenue generation. Assists the Division Director of Human Resources with other assigned tasks as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related program discipline; and five (5) years program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license
- A favorable background check investigation

**<<A favorable background investigation>>**

**(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices, Background Adjudication, Investigation; knowledge of the Navajo Nation Personnel Policies Manual, Navajo Nation Budget Manual, and conduct operation in compliance with Navajo law, and other applicable laws of those entities which are served by the Navajo Nation Office of Background Investigations. Familiar with Pcard Policies and 6B Accounts Payable and 6B Procurement within the FMIS. Proficient in Microsoft software or other computer applications.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**